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INFORMATIONAL NOTICE

TO: Long Term Care Providers

RE: Reporting Resident Death – New Telefax Telephone Number

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The telefax number used for reporting the death of a resident to the Department of Human Services, Exception Processing Unit has changed. When telefaxing a completed Form DPA 1156, Long Term Care Notification, facilities should now use 217-557-0474.

With the exception of providers who participate in the LTC/EDI system, this telefaxed notification continues to be required within five working days of a resident's death. A fax confirmation must be retained by the facility as documentation. Facilities not participating in the LTC/EDI system should also continue reporting resident deaths to the Department of Human Services local office using Form DPA 1156.

Providers who participate in the LTC/EDI system are required to electronically submit a change in resident status to the Department through their REV vendor within five working days.

Questions should be directed to the Bureau of Long Term Care at 217-524-7244.

Anne Marie Murphy, Ph.D.
Administrator
Division of Medical Programs